

JOB OPENING – EXTERNAL POSTING

EMERGENCY SERVICES DIVISION DIRECTOR (PS101262)

DEPARTMENT: EMERGENCY MEDICAL SERVICES (EMS)

JOB SUMMARY/ESSENTIAL FUNCTIONS: This position performs a variety of highly complex and specialized tasks including the creation of a strategic plan (1yr, 5yr) for our emergency service departments as well as focusing on the day to day operations of the division. Implements services, policies, and programs through team members and advises the Deputy County Supervisor on all relevant issues. This position remains current on relevant laws, rulings, and regulations. Oversee the operations of all emergency service departments in the County, including EPD, EMS, and Communications, as well as the local fire departments to create a smooth transition. Work closely with each director on the daily operations of their department including staff supervision, billing and departmental budget preparation. Assist with developing and updating departmental specific policies and procedures. Oversee the development, maintenance and testing of a comprehensive all-hazard emergency management program for the County and Community. Oversee the implementation of County training standards and provide training for departmental staff. Oversee the coordination of all emergency support functions for evacuation during major disasters and ensures emergency alert and warning information is disseminated accordingly. Oversee the coordination of the Emergency Operations Center facilities and equipment to ensure continuous readiness for immediate activation when needed. Serve as Berkeley County Emergency Management's representative which includes Communications, EMS, and EPD to various committees, planning groups and task forces dealing with emergency management and homeland security issues. Interact with the public to resolve complaints that cannot be resolved at the Director level. Serve as a member of the County Safety Committee. Perform other duties as assigned.

QUALIFICATIONS:

A Bachelor's degree (Master's preferred) in Public Health Administration or related field with at least ten (10) years of experience in Emergency Services, including seven (7) years' experience at the supervisory level, or any equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities required for the position.

Emergent Services Certified in EMS, Fire, Law Enforcement or related field.

Hazardous materials incident commander or hazardous materials technician experience preferred.

Personal computer experience including Word and Excel preferred.

Valid driver's license for South Carolina with a safe driving record.

Excellent communications skills, both oral and written.

Skilled in the operation of all basic office equipment, including fax machines.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle objects and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports directly to the Deputy County Supervisor - Finance. Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday 8:00 a.m. until 5:00 p.m. Must be able to attend evening County Council meetings. Must be able to work flexible hours including overtime and in emergency situations when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. Must be able to respond to any emergencies that arise. Travel outside of the county may be required.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration building and the County Libraries to apply online.

Emergency Services Division Director – Grade C45
Entry Level Bi-Weekly Pay Range: \$2811.35 - \$3233.06

Date of Posting: 02/01/2016
Closing Date: Open until Filled

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.